

**The Workforce Connection, Inc.**

**Policy Title: Eligibility – Adult / Dislocated Worker / Youth**

**Reference Number 2016-400-01**

**Approved: 06/07/2016**

**Effective: 06/07/2016**

**Status: Active**

**Modifications: 1) 05-2017 Name Change**

**Modification: 2) 06/05/2018 Youth Eligibility**

**Purpose:**

To provide information regarding eligibility for WIOA funded Dislocated Worker, Adult, and Youth programs

**References:**

- Department of Commerce Policy 15-WIOA-4.1 General Eligibility Requirements
- Department of Commerce Policy 15-WIOA-4.2 Dislocated Worker Eligibility
- Department of Commerce Policy 15-WIOA-4.3 Adult Eligibility
- Department of Commerce Policy 15-WIOA-4.4 Youth Eligibility
- Department of Commerce Policy 15-WIOA-4.5 Veterans
- Department of Commerce Policy 15-WIOA-4.6 Low Income
- Attachment to above Policy letters “WIOA Title IB General and Fund Source Eligibility Requirements and Documentation Sources”

**Background:**

Services provided in accordance with the Workforce Innovation and Opportunity Act (WIOA) require eligibility determination based on general eligibility for self-services and informational activities; and further determinations of eligibility for staff-assisted, individualized career and training services for dislocated workers, adults and youth.

**Responsible Party:**

One Stop center program directors and staff responsible for WIOA funded programs must verify and document WIOA eligibility requirements for Dislocated Worker, Adult and Youth programs prior to enrollment. (See attached)

**Policy/Procedures:**

**I. General Eligibility Requirements**

- A. All individuals seeking assistance through the workforce system, through One-Stop Center(s) or technology, must have basic career services made available to them. The level of service requested will determine the information required from the individual and the need for eligibility determination.
  1. Individuals seeking only self-services and information activities through the Resource Room, online materials and reference documentation, workshops, job fairs and employer training will be available to all individuals without determination of eligibility.
- B. Individuals receiving only self-service or information activities may be considered as reportable or non-reportable for performance purposes.
  1. All individuals will be asked to sign in using the computer kiosks and/or paper registration.
  2. Individuals are request to complete the registration, but must, at a minimum, provide their name to receive these services. A customer who only provides a name (or name and address) is considered non-reportable and unavailable to be included in any performance

reports. However, failure to provide additional information does not deny the individual from receiving self-services and informational activities.

3. Individuals may be counted a reportable by providing their name, address, and social security number. This information allows the reporting system to identify them as a unique individual and be counted in required reports.
  4. Reportable individuals receiving more than self-service or informational activities (i.e., staff-assisted services) must be determined eligible for the applicable program as outlined in this policy.
- C. Individuals seeking staff-assisted WIOA services must be registered following an eligibility determination. Registration is the process of collecting information through an online or paper application for entry and subsequent eligibility determination into the Illinois Workforce Development System (IWDS)
1. Eligibility certification shall be based on the information provided in the individual's signed and dated application.
    - a. Applications must be signed and dated on or prior to the application certification date in IWDS.
  2. Once an individual is registered, the individual is considered a "participant" and is generally subject to performance requirements.
  3. All Title IB registrations must be recorded in IWDS.
- D. WIOA requires all registered individuals under Title IB WIOA programs to meet two general eligibility requirements:
1. Authorized to work in the United States. Individuals participating in Title I programs and activities or receiving funds under Title I shall be citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States. (Sec. 188 (a)(5))
  2. Compliance with Military Selective Service Requirement. All males born after December 31, 1959, who have reached age 18, must be registered with the Selective Service Administration as required by the Selective Service Act, (50 USC App. 453). (Sec. 189(h))
- E. All eligibility determinations must have supporting documentation as outlined in "WIOA Title IB General and Fund Source Eligibility Requirements and Documentation Sources" (Attached). It provides a list of sources of documentation allowed as evidence of general or program specific eligibility.
1. Evidence of general eligibility must be maintained in the participant's case file.

2. Self-attestation may be used to support most eligibility determinations; however, it should always be used as the last option for support. All other options available under a particular eligibility determination decision must be reviewed before relying only on self-attestation.
  - a. The only exception is for an eligibility determination of an individual with disabilities. If the disability is the only means for determining eligibility, then the customer should provide a source of support other than self-attestation, if available.
  - b. If the disability is not the only means to determine eligibility, then self attestation alone is sufficient to document the existence of a disability.
3. Self-attestation is the only requirement for the purposes of collecting demographic information or when a participant seeks accommodations to participate in services.

## II. Adult Eligibility

- A. An “adult” customer of WIOA must:
  1. Meet general eligibility requirements; and
  2. Must be age 18 or older.
- B. After eligibility determination, priority for individualized career services and training service shall be given to:
  1. Recipients of public assistance;
  2. Other low-income individuals; and
  3. Individuals who are basic skills deficient.
- C. Priority for services is established at any time or point in the service delivery process that individuals are waiting for appointments, training funds and/or supportive services. If waiting to access services occurs the priority populations identified in B. are served first, after Veterans.

## III. Dislocated Workers Eligibility

- A. A “dislocated worker” customer of WIOA must meet general eligibility requirements and at least one of the following dislocated worker eligibility requirements:
  1. The individual:
    - a. Has been terminated or laid off, or has received notice of employment termination or layoff; and
    - b. Is eligible for or has exhausted entitlement to unemployment compensation.
      - 1) The classification of persons as eligible for unemployment compensation is limited to those who have been determined eligible to receive a monetary benefit by the state unemployment insurance administering agency, or who have been determined by the state unemployment insurance administering agency to have exhausted their benefits, or
      - 2) Has been employed for a duration sufficient to demonstrate attachment to the workforce (meaning the individual must have at least six months employment in the industry or occupation from which he/she was dislocated), but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law; and

- c. Is unlikely to return to a previous industry or occupation because the occupation or industry is low growth or in decline; for example:
  - 1) Laid off or terminated from a low growth industry, defined by a North American Industrial Classification System (NAICS) code category with less than the statewide average growth rate;
  - 2) Laid off or terminated from a low growth occupation, defined as any O\*NET Codes category with an average annual employment growth rate of less than the statewide average growth rate for all occupations;
  - 3) Have been unemployed for at least 26 weeks and have completed one month of documented job search through Illinois workNet; or
  - 4) After an assessment of education, skills and work experience have been determined by the Title IB entity to require additional assistance to qualify for any available openings in the industry or occupation from which the person was laid off, or to obtain employment in another occupation. Such determination must be documented in the person's case file.
- 2. The individual:
  - a. Has been terminated or laid off, or has received notice of termination or layoff from employment due to a permanent closure of or a substantial layoff at a plant, facility or enterprise; or
  - b. Is employed at a facility in which the employer has made a general announcement that that the facility will close within 180 days; or
    - 1) Customers determined eligible under this criteria may receive the full array of career services, training services, and supportive services, as appropriate.
  - c. For purposes of eligibility to receive basic career services, the individual is employed at a facility at which the employer has made a general announcement that such facility will close.
    - 1) Customers determined eligible under this criteria are not eligible to receive individualized career services, training services, or supportive services unless it is within 180 days of planned facility closure (at which time they become eligible under 2.b. above for all WIOA services).
  - d. General announcements for plant closings may be received via social media, newspaper, local news, and individuals (either company official or affected employees). If the general announcement comes from an affected employee(s), staff will verify the general announcement(s) by:
    - 1) Contacting the company; and
    - 2) Requesting formal notice from the company on company letterhead acknowledging the closure.
- 3. The individual is self-employed (including employment as a farmer, a rancher or fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- 4. Is a Displaced homemaker; or
- 5. Is the Spouse of a member of the Armed Forces on active duty:

- a. Has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station; or
- b. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

B. Eligibility determination for the self-employed is based on the following requirements:

- 1. Formerly self-employed but currently unemployed, including individuals who have lost their business(es) due to a specified natural disaster or a specific economic condition.
- 2. Self-employed and going out of business or in the process of going out of business due to specified events or conditions that provide evidence of impending business failure.
- 3. Family member of, or worker for a formerly self-employed individual including farm hands or ranch hands of persons in categories 1. and 2. above, provided that their contribution to the business constituted as least one year of full-time work.
- 4. This would include independent contractors or consultants who are not employees of an entity.

**IV. Youth Eligibility**

A. A “youth” customer of WIOA must meet general eligibility requirements and, at the time of eligibility determination, meet the requirements for an in-school or an out-of-school youth.

**1. Out-of-school Youth Eligibility Requirements**

- a. To be provided services under the youth funding stream as an “out-of-school youth”, the individual must be:
  - 1) Not attending any school as defined under state law, individuals attending Adult Education provided under Title II of WIOA, YouthBuild or Job Corps are also classified as out-of-school youth;
  - 2) Not younger than age 16 or older than age 24; and
  - 3) One or more of the following:
    - a) A school dropout as defined by the state,
    - b) Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter as defined by the school district and the applicable school based on the student’s residence or assignment;
      - i). For individuals required to attend school under applicable state compulsory school attendance laws, the priority of assistance shall be for the individual to attend school regularly.
    - c) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
      - i) Basic skills deficient (20 CFR 681.290); or
      - ii) An English language learner.
    - d) Subject to the juvenile or adult justice system;
    - e) Homeless<sup>1</sup>, a homeless child or youth<sup>2</sup>, a runaway, in foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act<sup>3</sup>, or in an out-of-home placement;

- f) Pregnant or parenting;
- g) An individual with a disability<sup>4</sup>;
- h) A low-income individual requiring additional assistance to enter or complete an educational program or to secure or hold employment. (*See section VII.*)

**2. In-school Youth Eligibility Requirements**

- a. To be provided services under the youth funding stream as an “in-school youth”, the individual must be:
  - 1) A low-income individual, including an individual that receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (Sec. 3(36)(A)(iv)) or who lives in a high poverty area;
  - 2) Attending school (as defined by state law);
  - 3) Not younger than 14 (unless an individual with a disability attending school under State law) or older than 21; and
  - 4) One or more of the following:
    - a) Basic skills deficient.
    - b) An English language learner.
    - c) An offender.
    - d) Homeless<sup>5</sup>, a homeless child or youth<sup>6</sup>, a runaway, in foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act<sup>7</sup>, or in an out-of-home placement.
    - e) Pregnant or parenting.
    - f) An individual with a disability<sup>8</sup>.
    - g) An individual requiring additional assistance to enter or complete an educational program or to secure or hold employment. (*See section VII.*)
  
- B. Not more than 5 percent of the youth individuals assisted under this section may be persons who would be covered individuals, except that the persons are not low-income individuals.
  - a. The calculation is based on the percentage of all youth served by the program in a given program year.
  
- C. Individuals that choose to access the youth program based solely on disability as an eligibility criterion will be required to provide evidence of disability.
  - a. If an individual is determined eligible for the youth program based on other eligibility criteria or if disability status is disclosed after enrollment, disability self-attestation is sufficient for the participant’s file.
  - b. Additional evidence of disability is not required if the youth eligibility determination is not made based solely on disability.

1 As defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 USC 14043e-2(6)).  
 2 As defined in Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 114343(2)).  
 3 42 USC 677

4 As defined in Section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102). Refer to 20 CFR 681.280 for income parameters.

5 As defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 USC 14043e-2(6)).

6 As defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 11434a(2))

7 42 USC 677

8 As defined in section 3 of the Americans with Disabilities Act of 1009 (42 USC 12102). Refer to 20 CFR 681.280 for income parameters.

## **V. Low Income Individuals**

WIOA requires that all registered participants meet minimum eligibility requirements depending on the program for which they are being enrolled.

- A. As outlined previously for program eligibility:
  1. Low-income may be a qualifying criteria for being determined eligible for the youth program. These individuals are considered as having a barrier to employment.
  2. Participants of the adult program must receive priority of services if they are a low-income individual, among other priority criteria.
- B. A low-income individual is a person who:
  1. Personally receives or received in the past six (6) months or is a member of a family that receives or received in the past six (6) months assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008, the program of block grants to states for temporary assistance for needy families program under part A of Title IV of the Social Security Act, the supplemental security income program established under Title XVI of the Social Security Act, or State or local income-based public assistance; or
  2. Is in a family with total family income that does not exceed the higher of:
    - a) The poverty line; or
    - b) Seventy percent (70%) of the lower living standard income level; or
  3. Is a homeless individual (as defined in section 41403(6)) of the Violence Against Women Act of 1994 (42 USC. 14043e-2(6)), or a homeless child or youth (as defined under Section 725(2)) of the McKinney-Vento Homeless Assistance Act (42 USC. 11434a(2)) ; or
  4. Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.); or
  5. Is a foster child on behalf of whom state or local government payments are made; or
  6. Is an individual with a disability whose own income does not exceed the higher of:
    - a) The poverty line; or
    - b) Seventy percent (70%) of the lower living standard income level, but who is a member of a family whose income does not meet this requirement; or
  7. A youth customer living in a high-poverty area.
- C. In making determinations of low-income status, the list of income source inclusions and exclusions found in Attachment A should be referenced.

1. Any income source NOT included on the exclusions list of income sources should be interpreted as being an inclusion of the income source.
- D. When past income is an eligibility determinant for federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination.
  1. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213.
  2. Please reference the attachment on Inclusions and Exclusions for Determining Family Income for further guidance.
- E. All determinations of low-income status for customers must be supported by proper documentation of the qualifying condition as outlined in the “WIOA Title IB General and Fund Source Eligibility Requirements and Documentation Sources” attachment.

## **VI. Serving Veterans**

- A. Under the Workforce Innovation and Opportunity Act (WIOA), priority requirements under the Adult and Dislocated Worker programs are given to individuals with connections to the military.
  1. Veterans and eligible spouses continue to receive priority of service for all USDOL-funded job training programs, which include WIOA programs.
  2. As described in TEGL 10-09 and 03-15, when programs are statutorily required to provide priority for a particular group of individuals, such as are outlined in this policy under specific adult program eligibility, priority must be provided in the following order:
    - a. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult Formula funds.
      - 1) This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
    - b. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
    - c. Third, to veterans and eligible spouses who are not included in WIOA’s priority groups.
    - d. Last, to non-covered persons outside the groups given priority under WIOA.
  3. A veteran who is eligible or spouse of an eligible veteran who is entitled to receive priority of service is a person who has served at least one day in the active military, naval, or air service, and who was discharged or released from service under any condition other than a condition classified as dishonorable is a covered person.
    - a. This definition includes Reserve units and National Guard units activated for Federal Service.





- b. Military spouses also can qualify if they are unemployed or underemployed and are experiencing difficulty in obtaining or upgrading employment (see WIOA sections 3(15)(E) and 3(16)(A) and (B)).

**VII. Definitions for WIOA Youth Requiring Additional Assistance to Complete An Educational Program or to Secure and Hold Employment**

A. ***Out-of-School Youth (16-24)***: A low-income individual who requires additional assistance to:

1. Complete an educational program;
  - a. A youth who is in need of a high school diploma or equivalent; or
  - b. Has dropped out of a post-secondary educational program during the past 12 calendar months; or
  - c. Has a diploma but requires additional education in order to obtain or retain employment.

**OR**

2. Secure and hold employment:
  - a. A youth that is **not currently attending** any school (including a youth with a diploma or equivalent) who has not held a full-time job for more than three consecutive months; or
  - b. Has a poor work history, to include no work history; or
  - c. Has been fired from a job in the last 6 calendar months; or
  - d. Lacks work readiness skills necessary to obtain and/or retain employment;

**AND**

3. **Includes at least one of the following characteristics:**

- Child of Incarcerated Parent(s)
- Lacks occupational and/or educational goals/skills
- Migrant Youth
- Chronic behavior problems at school
- Youth at-risk of court involvement
- Refugee / Immigrant
- Substance abuse (individual and/or family)
- Deceased Parent or Guardian
- Mental Illness or History of Mental Illness (individual and/or family)
- Family Illiteracy
- Victim/witness of domestic violence or other abuse

B. ***In-school youth (14-21)***: A youth who requires additional assistance to:

1. Complete an educational program:
  - a. A youth who is at risk of dropping out of high school as documented by his/her school; or
  - b. Had previously dropped out of an educational program but has returned to school (including an alternative school); has below average grades; or
  - c. A youth with poor attendance patterns in an educational program during the last twelve calendar months; or
  - d. Has previously been placed in out-of-home care (foster care, group home, or kinship care) for more than 6 months.

**OR**

2. Secure and hold employment:
  - a. An in-school youth who has not held a job for more than three consecutive months; or

- b. Has a poor work history to include no work history; or
- c. Has been fired from a job in the last 6 calendar months; or
- d. Lacks work readiness skills necessary to obtain and/or retain employment.

***AND***

**3. Includes at least one of the following characteristics:**

- Child of Incarcerated Parent(s)
- Lacks occupational and/or educational goals/skills
- Migrant Youth
- Chronic behavior problems at school
- Youth at-risk of court involvement
- Refugee / Immigrant
- Substance abuse (individual and/or family)
- Deceased Parent or Guardian
- Mental Illness or History of Mental Illness (individual and/or family)
- Family Illiteracy
- Victim/witness of domestic violence or other abuse

**Attachments:**

- *WIOA Title IB General and Fund Source Eligibility Requirements and Documentation Sources*
- *Inclusions and Exclusions in Determining Family Income*

**Action Required:**

This information should be disseminated to all The Workforce Connection WIOA One-Stop program directors/staff and partner agencies.

**Inquiries:**

Questions regarding this policy should be directed to The Workforce Connection Board Executive Director

**Effective Date:**

Immediately

## WIOA TITLE IB GENERAL AND FUND SOURCE ELIGIBILITY REQUIREMENTS AND DOCUMENTATION SOURCES

### General Eligibility Requirements

All Title IB registered participants must meet the following two general eligibility requirements.

Self-attestation may be an acceptable form of documentation as outline within this document. However, self-attestation in ALL cases should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available.

Eligibility Requirement	Explanation of Requirement	Documentation Sources Allowed
GE.1. Authorized to work in the United States	Individuals participating in Title 1 programs and activities or receiving funds under Title I shall be citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States. (Sec. 188 (a)(5))	<ul style="list-style-type: none"> <li>• Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)</li> <li>• Certificate of Naturalization (INS Form N-550 or N-570)</li> <li>• Hospital record of birth or baptismal/church record (if place of birth shown)</li> <li>• U.S. social security card issued by the Social Security Administration (other than a card that indicates not valid for employment)</li> <li>• U.S. Passport (Unexpired or Expired)</li> <li>• E-Verify with documentation</li> <li>• Certificate of U.S. Citizenship (INS Form N-560 or N-561)</li> <li>• Consular Report of Birth Abroad or Certification of Birth</li> <li>• Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)</li> <li>• Alien Registration Card indicating Right to Work</li> <li>• DD-214 / Report of Transfer or Discharge</li> </ul>

		<ul style="list-style-type: none"> <li>• Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)</li> <li>• Foreign Passport stamped eligible to work</li> <li>• Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization</li> <li>• Unexpired Temporary Resident Card (INS Form I-688)</li> <li>• Unexpired Employment Authorization Document (INS Form I-688A or I-688B) with or without photograph</li> <li>• Unexpired Reentry Permit (INS Form I-327)</li> <li>• Unexpired Refugee Travel Document (INS Form I-571)</li> <li>• ID Card for use of Resident Citizen in the United States (INS Form I-179)</li> <li>• IDES UI Information or other State's UI records (UI claimants only)</li> <li>• Self-attestation on how to meet DACA requirements outlined in – DOL TEGL 02-14</li> </ul> <p>NOTE: Another verification source list is the "List of Acceptable Documents Used for INS Form I-9 to Determine Identity and Employment Eligibility". One verification source from List A OR one verification source from List B AND one verification source from List C are required to determine Identity and Employment Eligibility</p>
<p>GE.2. Compliance with Military Selective Service Requirement</p>	<p>All males born after December 31, 1959, who have reached age 18, must be registered with the Selective Service Administration as required by the Selective Service Act, (50 USC App. 453). (Sec. 189(h))</p>	<ul style="list-style-type: none"> <li>• Selective Service Registration Card</li> <li>• Selective Service Verification Form</li> <li>• Stamped Post Office Receipt of Registration</li> <li>• DD-214 / Report of Transfer or Discharge</li> <li>• Veteran's Identification Card</li> </ul>

		<ul style="list-style-type: none"><li>• Selective Service Registration Record (Form 3A)</li><li>• Acknowledgement letter</li><li>• SDA / State registration process</li><li>• Selective Service Verification Website printout: <a href="https://www.sss.gov/RegVer/wfVerification.aspx">https://www.sss.gov/RegVer/wfVerification.aspx</a></li><li>• Selective Service Verification Telephone Number: 1-847-688-3117</li><li>• Locally Approved Selective Service Waiver (For males who did not register – “Status Information Letter” <u>and</u> written self-attestation)</li></ul>
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### Adult Eligibility Requirements

To be eligible to participate in activities and services specified in Section 134 of the WIOA under the adult funding stream, an individual shall meet the general eligibility requirements and, at the time of eligibility determination, be age 18 or older. (Sec. 3(2))

Self-attestation may be an acceptable form of documentation as outlined within this document. However, self-attestation in ALL instances should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Self-attestation must be documented in case notes.

Adult Requirements	Explanation of Requirement	Documentation Sources Required
A.1. Age 18 or older		<ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Driver's license</li> <li>• School records / identification card</li> <li>• Public assistance / social service records / printout</li> <li>• Federal, State or Local Government identification card</li> <li>• DD-214 / Report of Transfer or Discharge</li> <li>• Hospital record of birth or baptismal/church record (if place of birth shown)</li> <li>• U.S. Passport (Unexpired or Expired)</li> <li>• Workers compensation record</li> <li>• IDES UI (or another State's UI system/information) printout indicating age</li> <li>• Selective Service Registration Record</li> <li>• Court records (such as birth, adoption, or fostering)</li> <li>• State/Federal Indian census records</li> <li>• Immigration or Naturalization papers</li> </ul>

### Dislocated Worker Eligibility Requirements

To be eligible to participate in activities and services specified in Section 134 of the WIOA under the dislocated worker funding stream, an individual shall meet general eligibility requirements and the following dislocated worker eligibility requirements: (Sec. 3(15))

Self-attestation may be an acceptable form of documentation as outlined within this document. However, self-attestation in ALL instances should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Self-attestation must be documented in case notes.

Dislocated Worker Requirements	Explanation of Requirement	Documentation Sources Required
<p>DW.1. Terminated or laid off, or has received notice of employment termination or layoff, and</p>	<p>Individuals receiving a general notice of termination or layoff may continue to be employed for a specified time. Individuals are required to receive an individual written notice specifying a layoff or termination date.</p>	<ul style="list-style-type: none"> <li>• Public notice of closing and a written notice specific to an individual or an employer generated list of individuals to be laid off or termination (WARN Notice or media article/announcement describing the closure/mass layoff which includes the name of the medium and date of publication)</li> <li>• Individual letter or employer generated list of individuals to be laid off or terminated</li> <li>• Certification of expected separation</li> <li>• Employer or union representative certification, letter or statement of expected separation</li> <li>• Self-attestation</li> </ul>
<p>DW.1.a Eligible or has exhausted entitlement to unemployment insurance (UI); or</p>		<ul style="list-style-type: none"> <li>• IDES UI Information or other State's UI records (UI claimants only)</li> <li>• UI profiling (auto-populated to IWDS)</li> <li>• IBIS documentation supporting UI</li> <li>• Statement by an IDES UI representative</li> </ul>



<p>DW.1.b Has been employed a duration sufficient to demonstrate attachment to the workforce (six months in Illinois), but is not eligible for unemployment compensation due to insufficient earnings or having preformed services for an employer that were not covered under a State unemployment compensation law; and</p>		<ul style="list-style-type: none"> <li>• Pay check stubs</li> <li>• W-2 and/or tax returns</li> <li>• Completed work history showing at least 6 months employment in the industry or occupation that shows the individual worked at an employer who did not pay into the State UI System</li> <li>• IDES or other State's employment records that shows the individual worked at an employer who did not pay into the State UI System or insufficient wages to draw UI</li> <li>• Statement by the employer or union representative</li> <li>• Statement by an IDES UI representative</li> <li>• Self-attestation</li> </ul>
<p>DW.1.c Is unlikely to return to a previous industry or occupation.</p>		<ul style="list-style-type: none"> <li>• Labor market data showing 4-digit NAICS Code category with less than a zero growth projection</li> <li>• Labor market data showing occupation as defined by O*Net category with an average annual employment growth rate of less than the statewide average growth rate for all occupations</li> <li>• Has Labor market data showing occupation with fewer than 50 annual job openings on a state-wide basis</li> <li>• IDES records or other State's UI records as evidence of unemployed status for at least 26 weeks; and Job Service documents as evidence of 1 month of documented job search</li> <li>• Documented Assessment or case note supporting "Requires Additional Assistance" criteria based on education, skills and work experience of client (Should only be used when client does not meet one of the other criteria</li> </ul>

		<p>addressed above). Examples might be:</p> <ul style="list-style-type: none"> <li>▪ Doctor statement indicating applicant's inability to return to previous industry/occupation due to physical limitations</li> <li>▪ Department of Vocational Rehabilitation statement indicating applicant's inability to return to previous industry/occupation due to physical limitations</li> <li>▪ Doesn't have skills or industry credential required for new employment</li> </ul> <ul style="list-style-type: none"> <li>• Notice of UI profiling session</li> <li>• Record of unsuccessful job search of at least one month combined with at least six months unemployment</li> </ul>
<p>DW.2. Terminated or laid off, or received notice of termination or layoff from employment due to permanent closure of or substantial layoff at a plant, facility or enterprise; and</p> <p>a. Is employed at facility in which the employer made general announcement that the facility will close within 180 days.</p>	<p>Individuals receiving a general notice of termination or layoff may continue to be employed for a specified time. Individuals are required to receive an individual written notice specifying a layoff or termination date.</p>	<ul style="list-style-type: none"> <li>• Public notice of closing and a written notice specific to an individual or an employer generated list of individuals to be laid off or termination (WARN Notice or media article/announcement describing the closure/mass layoff which includes the name of the medium and date of publication)</li> <li>• Individual letter or employer generated list of individuals to be laid off or terminated</li> <li>• Certification of expected separation</li> <li>• WARN Notice</li> <li>• Employer or union representative certification, letter or statement of expected separation</li> <li>• IDES UI Information or other State's UI records (UI claimants only)</li> <li>• Media article/announcement describing the closure/mass layoff which includes the name of the medium and date of publication</li> </ul>

		<ul style="list-style-type: none"> <li>• Bankruptcy documents, if declared under Chapter 7, Title 11, U.S.C.</li> <li>• Notice of foreclosure / intent to foreclose or a similar document provided by financial institution; document must clearly show that a closure or mass layoff will occur as a result of its issuance</li> <li>• Statement from the employer's bank official, attorney, supplier, accountant, or another knowledgeable individual</li> <li>• Telephone verification with written case notes supporting conversation with career planner</li> <li>• Self-attestation</li> </ul>
DW.3. Self-employed but unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters	<p>Includes farmers, ranchers or fishermen</p> <p>General economic condition and/or natural disaster resulting in unemployment must be specified</p>	<ul style="list-style-type: none"> <li>• Bankruptcy documents listing both name of business and applicant</li> <li>• Bank records indicating outstanding loans or inability to obtain loans</li> <li>• Copy of federal income tax return (Schedule SE) for most recent tax year</li> <li>• Notice of foreclosure / intent to foreclose or a similar document provided by financial institution; document must clearly show that a closure or mass layoff will occur as a result of its issuance</li> <li>• Media article/announcement describing closure which includes name of medium in which published and publication date</li> <li>• Articles of incorporation for the business listing the applicant as a principal</li> <li>• Self-attestation</li> </ul>
DW.4. Displaced homemaker	<p>Individual who was providing unpaid services to family members in the home who:</p> <ol style="list-style-type: none"> <li>1. Has been dependent on the income of another family member but is no longer</li> </ol>	<ul style="list-style-type: none"> <li>• Court records (such as birth, adoption, marriage license, or fostering)</li> </ul>

	<p>supported by that income, or</p> <p>2. Is the dependent spouse of a member of the Armed Forces on active duty whose family income is significantly reduced because of the deployment, call or order to active duty, a permanent change in station, or the service-connected death or disability of the member; and</p>	<ul style="list-style-type: none"> <li>• Layoff notice / business closure</li> <li>• Self-attestation plus collaborated statement</li> <li>• Pay stubs or records</li> <li>• Divorce papers</li> <li>• Bank records</li> <li>• Notice of eligibility and benefits from public assistance agency</li> <li>• Spouse's layoff notice</li> <li>• Spouse's disability check</li> <li>• Spouse's death notice</li> <li>• Employer verification</li> <li>• Verification of job search</li> <li>• Self-attestation</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• Self-attestation of marital status would be acceptable if individual is unable to afford to file for legal separation or divorce</li> </ul> <ul style="list-style-type: none"> <li>• DD-214 / Report of Transfer or Discharge</li> <li>• Armed Forces issued dependent identification card – showing client is the spouse of an Active Duty Service Member</li> <li>• Service members call to active duty documentation</li> <li>• Service members Permanent Change of Station (PCS) orders</li> <li>• Federally issued Determination Letter</li> <li>• VA Determination Letter</li> <li>• Death certificate and VA Determination Letter</li> <li>• Notification documentation for missing in action, captured in the line off duty or forcibly detained or interned</li> </ul>
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	3. Is unemployed or under-employed and is experiencing difficulty in obtaining or upgrading employment.	<ul style="list-style-type: none"> <li>• Work history of client</li> <li>• IDES UI Information or other State's UI records (UI claimants only)</li> <li>• Case notes specific to difficulties obtaining or upgrading employment</li> </ul>
DW.5. Spouse of a member of the Armed Forces on active duty and:		<ul style="list-style-type: none"> <li>• Armed Forces Issued Dependent Identification Card - showing client is the spouse of Active Duty Service Member</li> </ul>
DW.5.a Has experienced loss of employment as a direct result of relocation to accommodate permanent change in duty station, or		<ul style="list-style-type: none"> <li>• Service members Permanent Change of Station (PCS) orders</li> <li>• DD-214 / Report of Transfer or Discharge</li> </ul>
DW.5.b Unemployed or under employed and experiencing difficulty in obtaining or upgrading employment		<ul style="list-style-type: none"> <li>• Work history of client</li> <li>• IDES UI Information or other State's UI records (UI claimants only)</li> <li>• Case notes specific to difficulties obtaining or upgrading employment</li> <li>• Self-attestation</li> </ul>

## Youth Eligibility Requirements

To be eligible to participate in activities and services specified in Section 129 of the WIOA under the youth funding stream, an individual shall meet the general eligibility requirements (as outlined in GE.1 and GE.2 above) and, at the time of eligibility determination, be an out-of-school youth or an in-school youth as defined by WIOA Section 129.

Regardless of marital status, a parent or legal guardian is required to sign eligibility documents if the youth is age 17 or younger. If the LWDA is unable to secure a co-signer, the signature of a responsible adult with knowledge of the individual's family history is acceptable.

Self-attestation may be an acceptable form of documentation as outlined within this document. However, self-attestation in ALL instances should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Self-attestation must be documented in case notes.

As required by WIOA, the State defines "not attending any school". That definition at this time is still under consideration and will be shared when approved. Until that point in time, eligibility determination based on "not attending any school" should be based on the same principles as were used under WIA. If there are any questions, they should be forwarded to the Office of Employment and Training for further assistance.

The following two sections document requirements for out-of-school youth and in-school youth eligibility.

### Out-of-School Youth (OSY) Eligibility Requirements

Out-of-School Youth Requirements	Explanation of Requirement	Documentation Sources Allowed
OSY.1. Not attending any school (as defined under State law);		<ul style="list-style-type: none"> <li>• Self-attestation</li> </ul>
OSY.2. Not younger than age 16 or older than age 24; , at the time of receipt of first WIOA youth service (other than self-service); and		<ul style="list-style-type: none"> <li>• Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)</li> <li>• Driver's license</li> <li>• School records / identification card</li> <li>• Public assistance / social service records</li> </ul>

		<p>/ printout</p> <ul style="list-style-type: none"> <li>• Federal, State or Local Government identification card</li> <li>• DD-214 / Report of Transfer or Discharge</li> <li>• Passport</li> <li>• Workers compensation record</li> <li>• Illinois Secretary of State issued State of Illinois identification card</li> <li>• Hospital record of birth or baptismal/church record (if place of birth shown)</li> <li>• Court records (such as birth, adoption, or fostering)</li> <li>• Work permits</li> <li>• State/Federal Indian census records</li> <li>• Immigration or Naturalization papers</li> </ul>
OSY.3. A school dropout; or	An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent	<ul style="list-style-type: none"> <li>• School attendance record</li> <li>• Dropout letter</li> <li>• School record indicating non-attendance</li> <li>• Self-attestation</li> </ul>
OSY.4. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter; or		<ul style="list-style-type: none"> <li>• School attendance record</li> <li>• School record indicating non-attendance</li> </ul>
OSY.5. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual; and	A recognized equivalent to a secondary school diploma includes: XXX	<ul style="list-style-type: none"> <li>• Copy of secondary school diploma or recognized equivalent</li> <li>• Letter from Educational Institution verifying graduation and date of graduation</li> <li>• Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income</li> </ul>

OSY.5.a Basic skills deficient; or	A youth with English reading, writing or computing skills at or below the 8 <sup>th</sup> grade level on a generally accepted standardized test; or a youth unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.	<ul style="list-style-type: none"> <li>• Results from an authorized assessment test</li> <li>• School records verifying why individual is unable to take an assessment test</li> </ul>
OSY.5.b. English language learner;	Youth with limited ability in reading, writing, speaking, or comprehending the English language and: 1) whose native language is not English, or 2) who lives in a family or community environment where a language other than English is the dominant language.	<ul style="list-style-type: none"> <li>• Results from an authorized assessment test</li> <li>• Case notes from career planner discussions with participant</li> <li>• Self-attestation</li> </ul>
OSY.6. Subject to the juvenile or adult justice system; or		<ul style="list-style-type: none"> <li>• Police / Court records</li> <li>• Halfway house resident</li> <li>• Letter of parole</li> <li>• Letter from probation officer or court</li> <li>• Self-attestation</li> </ul>
OSY.7. a. Homeless <sup>1</sup> , a homeless child or youth <sup>2</sup> , a runaway,		<ul style="list-style-type: none"> <li>• Written statement or telephone verification from agency or individual providing temporary residence, shelter or social service agency</li> <li>• Self-attestation</li> </ul>
OSY.9. b. In foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act <sup>3</sup> , or in an out-of-home placement; or		<ul style="list-style-type: none"> <li>• Court contact</li> <li>• Court records (such fostering)</li> <li>• Verification of payments made on behalf of the youth</li> <li>• Written statement from state / local agency</li> </ul>

<sup>1</sup> As defined in Section 41403(6) of the Violence Against Women act of 1994 (42 USC 14043e-2(6)).

<sup>2</sup> As defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 114343(2))

<sup>3</sup> 42 USC 677



		<ul style="list-style-type: none"> <li>• Medical card indicating foster care or aged out of foster care (medical coding only is not acceptable as codes can differ among medical providers).</li> </ul>
OSY.10. Pregnant or parenting; or		<ul style="list-style-type: none"> <li>• Child's Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)</li> <li>• Medical card</li> <li>• Hospital record of birth or baptismal/church record (if place of birth shown)</li> <li>• Public assistance / social service records / printout</li> <li>• Physicians statement</li> <li>• Statement from school program for pregnant youth</li> <li>• School records</li> <li>• Records / identification card statement from Social Services Agency</li> <li>• Case notes regarding observable condition</li> <li>• Self-attestation</li> </ul>
OSY.11. An individual with a disability <sup>4</sup> ; or		<ul style="list-style-type: none"> <li>• Evidence of disability</li> <li>• Medical records</li> <li>• Physician's statement, psychiatrist or psychologist diagnosis</li> <li>• Rehabilitation evaluation records</li> <li>• School records/IEP</li> <li>• Sheltered workshop certification</li> <li>• Social Security Administration disability records</li> <li>• Social services records / referral</li> <li>• Observable condition by career planner</li> </ul>

<sup>4</sup> As defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102)

		<p>with attestation</p> <ul style="list-style-type: none"> <li>• Veterans Administration Disability Determination Letter/records</li> <li>• Workers Compensation Records</li> <li>• Letter from Drug or Alcohol Rehabilitation Agency</li> <li>• Case notes regarding observable condition</li> </ul> <p><i>NOTE: Documentation of a disability shall ONLY be requested IF it is the sole means of determining eligibility for an individual. If any other means of eligibility determination can be made other than individual with a disability, then the individual SHALL NOT be requested to provide documentation or verification of a disability.</i></p>
<p>OSY.12. A low income individual requiring additional assistance to enter or complete an educational program or to secure or hold employment.</p>		<ul style="list-style-type: none"> <li>• Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income</li> <li>• Evidence of requiring additional assistance</li> <li>• Locally determined documentation/policy</li> </ul>

## In-School Youth Eligibility Requirements

Self-attestation may be an acceptable form of documentation as outlined within this document. However, self-attestation in ALL instances should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Self-attestation must be documented in case notes.

In-School Youth Requirements	Explanation of Requirement	Documentation Sources Required
<p>ISY.1. Attending school (as defined by State law);</p>		<ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Verification from educational institution of enrollment</li> </ul>
<p>ISY.2. Not younger than 14 (unless individual with a disability attending school under State law) or older than 21, at the time of receipt of first WIOA youth service (other than self-service);</p>		<ul style="list-style-type: none"> <li>• Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)</li> <li>• Driver's license</li> <li>• School records / identification card</li> <li>• Public assistance / social service records / printout</li> <li>• Federal, State or Local Government identification card</li> <li>• DD-214 / Report of Transfer or Discharge</li> <li>• Hospital record of birth or baptismal/church record (if place of birth shown)</li> <li>• Passport</li> <li>• Workers compensation record</li> <li>• Illinois Secretary of State issued State of Illinois identification card</li> <li>• Court records (such as birth, adoption, or fostering)</li> <li>• Work permits</li> <li>• State/Federal Indian census records</li> <li>• Immigration or Naturalization papers</li> </ul>

<p>ISY.3. A low-income individual; and</p>		<ul style="list-style-type: none"> <li>• Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income</li> </ul>
<p>ISY.4. Basic skills deficient; or</p>	<p>A youth with English reading, writing or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or a youth unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.</p>	<ul style="list-style-type: none"> <li>• Results from an authorized assessment test</li> <li>• School records verifying why individual is unable to take an assessment test</li> </ul>
<p>ISY.5. An English language learner; or</p>	<p>Youth with limited ability in reading, writing, speaking, or comprehending the English language and: 1) whose native language is not English, or 2) who lives in a family or community environment where a language other than English is the dominant language.</p>	<ul style="list-style-type: none"> <li>• Results from an authorized assessment test</li> <li>• Case notes from career planner discussions with participant</li> <li>• Self-attestation</li> </ul>
<p>ISY.6. An offender; or</p>	<p>Is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or</p> <p>Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</p>	<ul style="list-style-type: none"> <li>• Court records</li> <li>• Halfway house resident</li> <li>• Letter of parole</li> <li>• Letter of probation</li> <li>• Letter from probation officer or court</li> <li>• Police records</li> <li>• Statement from Halfway House</li> <li>• Newspaper (must include dates and name of publication)</li> <li>• WIOA Application (signed and date)</li> <li>• Self-attestation</li>   <li>• Self-attestation</li> </ul>

<p>ISY.7. a. Homeless<sup>5</sup>, a homeless child or youth<sup>6</sup>, a runaway,</p>		<ul style="list-style-type: none"> <li>• Court records</li> <li>• Verification of payments made on behalf of the youth</li> <li>• Written statement from state / local agency</li> <li>• Self-attestation</li> </ul>
<p>ISY.7.B. In foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act<sup>7</sup>, or in an out-of-home placement; or</p>		<ul style="list-style-type: none"> <li>• Court contact</li> <li>• Court records</li> <li>• Verification of payments made on behalf of the youth</li> <li>• Written statement from state / local agency</li> <li>• Medical card indicating foster care or aged out of foster care (medical coding only is not acceptable as codes can differ among medical providers).</li> </ul>
<p>ISY.8. Pregnant or parenting; or</p>		<ul style="list-style-type: none"> <li>• Child's Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)</li> <li>• Medical card</li> <li>• Hospital record of birth or baptismal/church record (if place of birth shown)</li> <li>• Public assistance / social service records / printout</li> <li>• Physicians statement</li> <li>• Statement from school program for pregnant youth</li> <li>• School records</li> <li>• Records / identification card statement from Social Services Agency</li> </ul>

<sup>5</sup> As defined in Section 41403(6) of the Violence Against Women act of 1994 (42 USC 14043e-2(6)).

<sup>6</sup> As defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 114343(2))

<sup>7</sup> 42 USC 677

		<ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Case notes regarding observable condition</li> </ul>
<p>ISY.9. An individual with a disability<sup>8</sup>; or</p>		<ul style="list-style-type: none"> <li>• Evidence of disability</li> <li>• Medical records</li> <li>• Physician’s statement, psychiatrist or psychologist diagnosis</li> <li>• Rehabilitation evaluation records</li> <li>• School records/IEP</li> <li>• Sheltered workshop certification</li> <li>• Social Security Administration disability records</li> <li>• Social services records / referral</li> <li>• Observable condition by career planner with attestation</li> <li>• Veterans Administration Disability Determination Letter/records</li> <li>• Workers Compensation Records</li> <li>• Letter from Drug or Alcohol Rehabilitation Agency</li> <li>• Case notes regarding observable condition</li> </ul> <p><i>NOTE: Documentation of a disability shall ONLY be requested IF it is the sole means of determining eligibility for an individual. If any other means of eligibility determination can be made other than individual with a disability, then the individual SHALL NOT be requested to provide documentation or verification of a disability.</i></p>

<sup>8</sup> As defined in section 3 of the Americans with Disabilities Act of 1009 (42 USC 12102)

ISY.10. An individual requiring additional assistance to complete an educational program or to secure or hold employment.		<ul style="list-style-type: none"><li>• Locally determined documentation/policy</li></ul>
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## Acceptable Documents to Determine Identity and Employment Eligibility

The following lists provide the documents that provide Identity or Employment Eligibility or BOTH.

Identity AND Employment Eligibility	Identity ONLY	Employment Eligibility ONLY
<ul style="list-style-type: none"> <li>• U.S. passport (Unexpired or Expired)</li> <li>• Certificate of U.S. Citizenship (INS Form N-560 or N-561)</li> <li>• Certificate of Naturalization (INS Form N-550 or N-570)</li> <li>• Unexpired foreign passport with I-551 stamp or attached form INS I-94 indicating unexpired employment authorization</li> <li>• Permanent Resident Card or Alien Registration receipt Card with photograph (INS Form I-151 or I-551)</li> <li>• Unexpired Temporary resident Card (INS Form I-688)</li> <li>• Unexpired Employment Authorization Document (INS Form I-688A or I-688B) with or without photograph</li> <li>• Unexpired Reentry Permit (INS Form I-327)</li> <li>• Unexpired Refugee Travel Document (INS Form I-571)</li> <li>• U.S. Department of H</li> </ul>	<ul style="list-style-type: none"> <li>• Driver's license or ID card issued by a state or US territory that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address.</li> <li>• Federal, State or Local Government identification card that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address.</li> <li>• School ID Card with photograph.</li> <li>• Voter Registration Card</li> <li>• US Military Card or draft record</li> <li>• Military Dependent's ID Card</li> <li>• US Coast Guard Merchant Mariner Card</li> <li>• Native American tribal document</li> <li>• Driver's license issued by a Canadian government authority</li> </ul> <p>For persons under age 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> <li>• School record or report card</li> <li>• Clinic, doctor or hospital record of birth (if place of birth is shown)</li> <li>• Day-care record</li> </ul>	<ul style="list-style-type: none"> <li>• US Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment)</li> <li>• Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)</li> <li>• Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)</li> <li>• Native American tribal document</li> <li>• US Citizen ID Card (INS Form I-197)</li> <li>• ID Card for use of Resident Citizen in the United States (INS Form I-179)</li> </ul>



### Acceptable Documents to Determine Low-Income Status

The following lists provide the documents that support low-income determination.

Low-Income Qualifier	Documentation Sources Allowed
<p>Personally receives or received in the past six months or is a member of a family that receives or received in the past six months assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008<sup>9</sup>, the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act<sup>10</sup> or the supplemental security income program established under title XVI of the Social Security Act<sup>11</sup>, or State or local income-based public assistance; or</p>	<ul style="list-style-type: none"> <li>• Public assistance / social service records / printout</li> <li>• Letter from Food Stamp Disbursing Agency</li> <li>• Authorization to obtain Food Stamps</li> <li>• Copy of public assistance check/voucher</li> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Public Assistance Identification showing cash grant status</li> <li>• Refugee assistance records</li> <li>• Signed statement or telephone verification from State agency representative, as appropriate</li> </ul>
<p>Is in a family with total family income that does not exceed the higher of:</p> <p>1) the poverty line; or 2) 70% of the lower living standard income level; or</p>	<ul style="list-style-type: none"> <li>• Accountant statement</li> <li>• Alimony agreement</li> <li>• Award letter from Veterans Administration</li> <li>• Bank Statements (direct deposit)</li> <li>• Court Award Letter/Decree of Court</li> <li>• Earnings report or statement from employer (including business name, contact person and telephone record)</li> <li>• Farm or business financial records</li> <li>• Date pay check stubs</li> <li>• Quarterly estimated tax for self-employed persons (Schedule C)</li> <li>• Social Security Benefits records</li> <li>• IDES UI Information or other State's UI records (UI claimants only)</li> <li>• Compensation Award letter</li> <li>• Lease or landlord statement</li> </ul>

<sup>9</sup> 7 USC 2011 et seq.

<sup>10</sup> 42 USC 601 et seq.

<sup>11</sup> 42 USC 1381 et seq.

	<ul style="list-style-type: none"> <li>• Housing Authority verification</li> <li>• Most recent tax return supported by IRS documents</li> <li>• Notice of eligibility and benefits from public assistance agency</li> <li>• Applicant statement</li> </ul>
Is a homeless individual <sup>12</sup> or youth <sup>13</sup> ; or	<ul style="list-style-type: none"> <li>• Written statement or telephone verification from agency or individual providing temporary residence, shelter or social service agency</li> <li>• WIOA Application (signed and dated)</li> <li>• Self-attestation</li> </ul>
Receives or is eligible to receive a free or reduced price lunch <sup>14</sup> ; or	<ul style="list-style-type: none"> <li>• Documentation from school</li> </ul>
Is a foster child on behalf of whom State or local government payments are made; or	<ul style="list-style-type: none"> <li>• Court contact</li> <li>• Court records</li> <li>• Verification of payments made on behalf of the youth</li> <li>• Written statement from state / local agency</li> <li>• Medical card</li> </ul>
Is an individual with a disability <sup>15</sup> whose own income does not exceed the higher of: 1) the poverty line; or 2) 70% of the lower living standard income level but who is a member of a family whose income does not meet this requirement.	<ul style="list-style-type: none"> <li>• Evidence of disability:</li> <li>• Medical records</li> <li>• Physician's statement, psychiatrist or psychologist diagnosis</li> <li>• Rehabilitation evaluation records</li> <li>• School records/IEP</li> <li>• Sheltered workshop certification</li> <li>• Social Security Administration disability records</li> <li>• Social services records / referral</li> <li>• Observable condition by career planner with attestation</li> <li>• Veterans Administration Disability Determination Letter/records</li> <li>• Workers Compensation Records</li> </ul>

<sup>12</sup> As defined in section 41403(6) of the Violence Against Women Act of 1994 (42 USC 14043e-2(6))

<sup>13</sup> As defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 11434a(2))

<sup>14</sup> As defined in the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.)

<sup>15</sup> As defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102)

	<ul style="list-style-type: none"> <li>• Letter from Drug or Alcohol Rehabilitation Agency</li> <li>• Case notes regarding observable condition</li> </ul> <p><i>Refer to Policy Manual, Chapter 400, Section 412 – Income guidelines for determining low-income status</i></p> <p><i>Documentation of a disability can ONLY be requested IF it is the sole means of determining eligibility for an individual. If any other means of eligibility determination can be made other than individual with a disability, then the individual SHALL NOT be asked about their disability or requested to provide documentation or verification of a disability.</i></p>
Youth living in a high-poverty area qualify as low income.	<ul style="list-style-type: none"> <li>• Documentation verifying high poverty area</li> </ul> <p><i>The definition for a high-poverty area has not yet been determined in Illinois.</i></p>

### Acceptable Documents to Determine Veteran or Qualified Spouse of a Veteran Status

The following lists provide the documents that support the status as a veteran or a qualified spouse of a veteran. Veterans, and their spouse, also receive priority of service, so assurance of their status should be verified to provide that priority.

Explanation of Requirement	Documentation Sources Required
Veteran	<ul style="list-style-type: none"><li>• D.D. 214 - Record of Transfer or Discharge</li><li>• Veterans Identification Card</li><li>• Cross Match with Veterans Data</li><li>• Award letter from Veterans Administration</li></ul>
Qualified Spouse of a Veteran – a spouse of a veteran who has a 100% service-connected disability, who died from a service-connected disability or has been missing in action, has been captured or has been detained by a foreign power for more than 90 days.	To be determined upon further guidance from USDOL

## **Inclusions and Exclusions for Determining Family Income**

### **Included in Family Income**

- Any monetary compensation for services, including wages, tips, salary, commissions, or fees, before any deductions
- Wages received while on reserve/guard drill duty in the Armed Forces
- Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expense)
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses)
- Regular payments from railroad retirement, strike benefits from union funds, worker's compensation, and training stipends
- Alimony (excludes one-time property settlements)
- Financial assistance from outside of the household – regular payments received from non-household members or absent family members (excludes gifts or sporadic assistance)
- Pensions, whether private or government employee (including military retirement pay)
- Regular insurance or annuity payments
- Accident, health and casualty insurance proceeds, unless lump sum
- College or university scholarships (not needs-based), grants (excluding Pell grants), fellowships, and assistantships
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts
- Net gambling or lottery winnings
- Social Security Disability Insurance (SSDI) payments
- Terminal leave pay, severance pay or a cash out of accrued vacation leave
- Disaster Relief Employment wages
- On-the-Job Training (OJT) wages
- IRA Withdrawals that are taxable by the United States Revenue Services

## **Not Included in Family Income**

- Unemployment compensation, or payments received under the Trade Readjustment Act (TRA) of 1974, and subsequent amendments
- Needs-based scholarship assistance
- Financial assistance under Title IV of the Higher Education Act (i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study)
- Child support payments
- Cash welfare payments under a Federal, State or local income-based public assistance program (e.g., Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Refugee Cash Assistance (RCA), General Assistance (GA), Emergency Assistance), and non-federally funded general assistance or general relief money payments)
- Social Security Old Age and Survivors' Insurance (OASI) benefit payments received under Section 202 of the Social Security Act
- Foster child care payments
- Adoption subsidies
- Jury duty pay
- Indian judgment funds distributed as per capita payments to members of Indian tribes
- Non-cash benefits such as employer-paid or union-paid fringe benefits, food or housing received in lieu of wages
- Medicare, Medicaid, food stamps, school meals, and housing assistance
- Any assets drawn down as withdrawals from a bank, sale of a home, property or car
- Capital gains
- Allowances received while serving on active duty (cost of living, overseas cost of living, clothing, dislocation, housing, overseas housing, travel, per diem, and subsistence)
- Military family allotments (voluntary/automatic deduction from military member's paycheck which is sent home to family members)
- Payments and allowances received under Title 38, including the following Chapters (i.e., payment and allowances received while serving on active military duty, compensation for service-connected disability, compensation for service-connected death, duty pay for reservists called to active military duty)

Chapter 11 – Compensation for Service-Connected Disability or Death

Chapter 13 – Dependency and Indemnity Compensation for Service-Connected Deaths

Chapter 30 – All-Volunteer Force Educational Assistance Program

Chapter 31 – Training and Rehabilitation for Veterans with Service-Connected Disability

Chapter 33 – Post-9/11 G.I. Bill

Chapter 35 – Survivors' and Dependents' Educational Assistance

Chapter 36 – Administration of Educational Benefits

(Note: Any future Veterans Educational Benefits should be excluded, as well.)

- Tax refunds, gifts, loans lump-sum inheritances, one-time insurance payments, or compensation for injury
- Allowances, earnings and payments to individuals participating in WIOA programs (except On-the-Job Training wages)

- IRA withdrawals (non-taxed by the United States Revenue Service)
- Cash payments under Title V of the Older Americans Act
- Job Corps payments, or readjustment allowances issued when Job Corps participant leaves program
- Stipends received in the following programs: VISTA, Peace Corps, Foster Grandparents Program, Retired Senior Volunteer Program, and the YouthWorks/Americorps Program
- National Flood Insurance payments
- The value of food and fuel produced and consumed on farms
- The value of assistance received under the Child Nutrition Act of 1966
- The imputed value of rent from owner occupied non-farm or farm housing (i.e., rental value)
- Lump sum, unearned income
- Black Lung payments received under the Benefits Reform Act of 1977
- Payments to crime victims
- Agent Orange Settlement Fund payments
- Reverse mortgage payments
- HUD rental assistance subsidies
- Improvements on a principle place of dwelling under various governmentally funded programs

**Note 1:** When a federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments shall be excluded in WIOA eligibility determination.

**Note 2:** Any income source NOT included on the exclusions list of income sources should be interpreted as being an inclusion of the income source.